



# *Maryland Department of Budget & Management*

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*Office of the Secretary  
Division of Policy Analysis*

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Deputy Secretary*

## **PRE-PROPOSAL CONFERENCE SUMMARY PROJECT No. 050R4800181 Internet Service Provider (ISP) January 22, 2004**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference in Room 427 at 45 Calvert Street, Annapolis, MD 21401, on January 22, 2004. An attendance list with the names of those attendees signing in is at Attachment 1.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer convened the conference, recognized the State and Department (DBM) people present, and reiterated that all vendors sign in. The Procurement Officer advised that a transcript of the Conference would be available through the Free State Reporting transcription company and further advised vendors present to send the Procurement Officer an e-mail to be added/deleted from the vendor list for this RFP. The Procurement Officer then reviewed the RFP: Sections 1 (reviewed points related to type, terms and conditions of the solicitation), 2 (reviewed minimum qualifications), 4 (reviewed proposal submission guidance and requirements, and 5 (explained evaluation process and how State will select the most advantageous proposal). Reviewed Attachments A (pointed out that contract took precedence over all other materials that might be included by reference such as the RFP and contractor proposals), B (emphasized all blanks are to be filled in and that “domestic corporation” means a corporation registered in Maryland), C (explained contract affidavit is reaffirmation of bid/proposal affidavit), D (MBE forms to include requirement for Attachment D-1 to be submitted with the proposal) and G (Procurement Officer checklist—used to ensure all elements of proposal properly submitted and complete).

The State’s Program Manager summarized the RFP, Section 3 (Scope of Work) and Attachment F (Proposal Price Forms).

Then, the floor was opened to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail. The verbal questions were answered. The transcript of those questions and answers can be obtained from the transcription service, Free State Reporting, Tel: 410-757-6337. No questions of general interest were received before the Pre-Proposal Conference.

Date Issued: January 22, 2004

Norman H. Grinnell

<signed>

Procurement Officer

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ISP Pre-Proposal Attendance List

### ISP Pre-Proposal Attendance List

Name/Title/Company	E-Mail	Phone(s)	Physical Address	MBE
Robert Long/Client Business Mgr./AT&T	rjlong@att.com	V: 410.850.7728 F: 800.884.7561	1306 Concourse Drive, Suite 301 Linthicum, MD 21090	No
Andre Stephens/Data Account Exec./AT&T	andrestephens@ att.com	V: 410.850.7716 V: 888.829.5030, Ext. 7716 F: 410.850.7919	1306 Concourse Drive, Suite 302 Linthicum, MD 21090	No
Conrad L. Connor/Govt. Acct. Mgr./MCI	conrad.connor@ mci.com	V: 202.736.6688 P: 877.451.4371	1133 19 <sup>th</sup> Street NW Suite 436 Washington, DC 20036	No
Bernard Strawberry/ Govt. Svcs. Rep./Paetec Communications	bernard.strawberry @paetec.com	V: 410.953.0080 V: 888.972.3832 F: 410.953.0090	250 S. President Street Suite 100 Baltimore, MD 21202	No
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Edward M. Quattrone/ Senior Staff Consultant/ Verizon	edward.m.quattrone @verizon.com	V: 301.595.2251 F: 301.595.2221	11750 Beltsville Drive Floor 2 <sup>nd</sup> Beltsville, MD 20705	No